



State of Utah

JON M. HUNTSMAN, JR.
Governor

GARY R. HERBERT
Lieutenant Governor

Department of Human Services

LISA-MICHELE CHURCH
Executive Director

Division of Juvenile Justice Services

DAN MALDONADO
Director

MEMORANDUM

To: All JJS Employees
From: Executive Management Team
Date: 12/20/06
Re: Use of Personal Cell Phones, etc.

Personal electronic items are not allowed into Juvenile Justice facilities or programs. As a result, the expectations and restrictions outlined below are effective immediately.

Direct Service Staff:

1. Direct service staff are expected to give their complete attention to security and supervision issues to ensure all security procedures are properly executed and youths are adequately supervised at all times.
2. Personal items such as, but not limited to, personal cell phones, PDAs, iPods, cameras and recording devices shall not be taken into any Juvenile Justice Services facility or program. Further, staffs are not allowed to take such items to any work/community service site. It is suggested these items be left at home or in a personal vehicle.
3. Personal phone calls should be kept to a minimum and can be returned during an appropriate break time but should not impair the employee's ability to perform assigned duties. Any emergency calls from outside of the building will be immediately put through to the employee.
4. If supervising work/community service crews, transporting youths, etc., a state owned cell phone or radio will be issued to enable necessary communication with the facility. Any personal emergency calls can and will be put through to the employee via the state issued cell phone or radio. Other personal calls must be returned during an authorized break period.
5. Employees will be held accountable for this Memorandum. Any violations will result in disciplinary action, which may include termination.

Parents and Other Visitors:

1. Parents and other visitors will not be allowed to bring personal electronic devices into any JJS facility or program. The electronic devices include but are not limited to ipods, cameras, voice recorders and cell phones.
2. A sign must be posted in plain viewing sight at all facilities and programs that reflects this request. Each JJS facility and program must develop a procedure to state how this will be accomplished.
3. The Division Director must authorize any exceptions.